

## TRIPURA



## GAZETTE

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PART-- I --Orders and Notifications by the Government of Tripura,  
the High Court, Government Treasury etc.

Government of Tripura  
Urban Development Department.

No. F. 1(48)/UDD/DUD/2009/15306-30

Dated, Agartala, the 11th March, 2020.

## MEMORANDUM

**Subject :- Guidelines for bifurcation/separation of Register of Ordinary Residents (ROR) for Urban Local Bodies.**

In view of demand raised at various fora/ULBs for streamlining & simplifying the criteria of bifurcation/separation of Register of Ordinary Residents (ROR), **following guidelines are hereby issued.**

- 1) An applicant seeking for bifurcation/separation of Register of Ordinary Residents (ROR) shall invariably submit his/her application to the concerned authority of Municipal Corporation/Municipal Council/Nagar Panchayats along with the self attested copies of any of the following documents ;

- i) Copy of Land records/Municipal holding in the name of the person who is member of the family to be separated ( as claimed in the application)

**Or,**

- ii) Copy of any self marriage proof of the person who is a member of the family to be separated ( as claimed in the application) and School certificate/Birth certificate of children.

**Or,**

- iii) Copy of **LPG or PNG** connection, electricity connection/Water connection and the last bill in the respect of such connection in the name of any of the person who is a member of the family to be separated (as claimed in the application).

2) In case the applicant fails to produce any of the documents “as stated above in sub para (i) (ii) and (iii) of para (1) above, he/she shall submit affidavit (duly sworn in before Notary Public/Judicial Magistrate 1st Class/Executive Magistrate not below the rank of SDM/Additional SDM) indicating the following :

- i) His/her separate stay with family at given location with separate Kitchen.
- ii) Names and details of each member of the family to be separated, viz, father’s name or husband’s name/age.
- iii) Any photo identity proof of applicant and members of family to be separated.

3) Separation of ROR shall be issued after conducting due enquiry. The burden of proof on the authenticity of the affidavit shall be “upon” the claimant. If at any point of time, it is proved that separate ROR has been obtained through illegal/fraudulent means, then the said ROR shall be reverted to its original status.

4) This Memorandum is issued with the approval of the Government in Urban Development Department for information, guidance and compliance of all concerned.

**R. K. Deb Barma**  
Deputy Secretary to the  
Government of Tripura.